



Minutes - APPROVED

Public Records Board

March 21, 2022; 1:00 PM
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, and Melissa Schmidt

Board Members Excused: Erin Scharlau

- 1) **Call to Order:** 1:01 PM. Board Chair, Paul Ferguson, called the meeting to order.
- 2) **Approval of November 22, 2021, and January 18, 2022, Minutes:** Paul Ferguson moved, seconded by James Friedman, that the November 22, 2021, minutes be approved as submitted. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Melissa Schmidt	X		
Paul Ferguson	X		

Paul Ferguson moved, seconded by Staci Hoffman, that the January 18, 2022, minutes be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Melissa Schmidt	X		
Paul Ferguson	X		

- 3) **Comments from Chair:** Paul thanked everyone for attending. He appreciates everyone's patience and cooperation during this time. Future meetings may continue to be held virtually as appropriate. He reminded everyone to double check the agendas for each meeting.

4) Committee Reports

a. Records Management Committee

- i. **Review of Records Retention Disposition Authorizations (RDAs) on the First Quarter Public Records Board (PRB) Records Series Index:** Committee Chair, Paul Ferguson, reported that the Committee met on February 15, 2022. He reported there was 1 RDA withdrawn after the Committee meeting and the reason for withdrawal. The Board discussed all RDA submissions except the Administrative General Records Schedule (GRS) first.

Regarding the non-GRS submissions, Paul noted that there were no significant issues raised at the Committee meeting and referred everyone to the responses listed. Board members asked questions about specific submissions, which were discussed and answered by agency representatives in attendance when possible. There was significant discussion about two City of Milwaukee RDAs, 93-0041 and 21-0040. There was no representative present to address questions and concerns.

Regarding the Administrative GRS, Paul briefly overviewed the history and unique renewal process. Board members asked questions about changes made since the November 2021 meeting based on Records Officer comments received and the Committee's review. Members of the renewal workgroup in attendance responded to questions. Board members made minor revisions to ADMIN352, Transitory Records.

Paul Ferguson moved, seconded by Abbie Norderhaug, that RDAs on the index be approved as submitted with the exception of RDAs 93-0041 and 21-0040 submitted by the City of Milwaukee and the Administrative GRS RDAs. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Melissa Schmidt			X
Paul Ferguson	X*		

* Paul Ferguson abstained from the vote regarding the Department of Justice's submission.

Paul Ferguson moved, seconded by Staci Hoffman, that the Administrative GRS RDAs be approved as amended. The motion was approved.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Laundrie	X		
Abbie Norderhaug	X		
Melissa Schmidt	X		
Paul Ferguson	X		

b. **Operations and Training Advisory Committee (OTAC):**

- i. **Revised Facilities GRS, FAC00082, Monitoring and Surveillance Recordings:** The Committee Chair, Julie Landrie, reviewed the Committee’s work on the FAC00082 RDA. The Committee sent a survey to State agencies and local units of government and received 35 responses. The responses showed a significant concern about increased costs if the retention time was increased, highlighted the variety of systems used throughout the State, and showed that most entities can identify when an incident occurs. Based on feedback received and the history of discussions of this RDA, the Committee has drafted two RDAs for the Board to review and discuss. The bifurcated approach separates records with and without incidents more clearly while still being practical for management of the records. FAC00082, Monitoring and Surveillance Records – With Incident, will have the same 120-day retention and FAC0082A, Monitoring and Surveillance Records – Without Incident, will have a 3 day retention. Board members discussed the proposed drafts, their concerns, and asked questions. They also reviewed the extension expiration and timeframe necessary for approval. The Board Chair appreciates the quick and thorough work of the Committee. Further discussion was tabled until the June 13, 2022, Board meeting so all Board members can be involved.

5) **Other**

- c. **Annual Elections of Public Records Board Officers:** Julie Landrie moved, seconded by James Friedman to elect Board Officers as follows: Chair – Paul Ferguson; Vice-Chair – Melissa Schmidt; Secretary – Abbie Norderhaug. The motion was approved. Melissa Schmidt left the meeting prior to this vote.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Melissa Schmidt	N/A		
Paul Ferguson	X		

- 6) **Adjourn:** Paul Ferguson moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 2:54 PM.

Member	Aye	No	Abstain
James Friedman	X		
Staci Hoffman	X		
Julie Landrie	X		
Abbie Norderhaug	X		
Melissa Schmidt	N/A		
Paul Ferguson	X		

Next scheduled meeting: June 13, 2022.